



A Guide to Trade Missions

Table of Contents

1. About the Jay Malina International Trade Consortium [ITC] ..	Page 3.
2. Introduction	Page 4.
3. Types of Missions	Page 5.
4. ITC Eligible Missions	Page 6.
5. Developing Out-Bound Missions	Page 9.
6. Overseas Business Travel	Page 16.
7. Resources and Useful Web Links	Page 18.

THE JAY MALINA INTERNATIONAL TRADE CONSORTIUM OF MIAMI-DADE COUNTY

The Jay Malina International Trade Consortium (ITC) of Miami-Dade County is the official county government agency charged with the development of two-way international trade through the Port of Miami and Miami International Airport. The ITC is designed to function as an umbrella organization, acting as a one-stop clearinghouse for trade development efforts within the County. Its Board of Directors includes representatives of virtually all the trade-related economic development organizations located in Miami-Dade County as well as the Office of the Mayor and the Board of County Commissioners.

Our community works closely with buyers and sellers and makes it easier for them to meet their trade needs by creating a friendly and hospitable environment in which to conduct business. We interact directly with the key organizations both public and private involved with international trade. Some of these organizations are: U.S. Government agencies, state entities, chambers of commerce, economic development organization, our local freight forwarders, and customs brokers. Together with these organizations we create a ONE-STOP-CENTER for international entrepreneurs looking to do business in our community.

In 2003, Miami's combined air and ocean trade exceeded \$53 billion, while its air trade alone exceeded \$23 billion. The Airport handles 76% of all air export trade between the U.S. and Latin America and the Caribbean. Of the goods that are imported via air from Latin America and the Caribbean into the U.S., 79% arrive through Miami international airport.

The Port of Miami, the leading cruise port in the world, is also the largest containerized seaport in Florida. Over 40 ship lines connect it to 362 major ports throughout the world, with shipments expedited through a computerized clearance system that features inter-modal cargo handling in roll-on/roll-off docks.

The substantial economic impacts on jobs, labor incomes, business output, and public revenues of merchandise trade in goods shipped through Miami-Dade's International Airport, the Port of Miami and the terminals along the Miami River generate approximately 121,000 jobs, and \$5.1 billion of annual labor income in Miami-Dade County.

Jobs supported by the international trade sector pay higher than the average wage within the County. The average annual employment earnings in the sector are \$41,700 per job — (16 percent higher than the County's average annual wage). International merchandise trade activity also provides \$179 million annually in fiscal revenues to local governments and taxing authority within Miami-Dade County, and an additional \$182 million in fiscal revenue is generated annually for the State of Florida.

INTRODUCTION

Although no two trade missions are exactly alike we have compiled this handbook to assist you and/or your organization in planning and organizing a successful and effective trade mission. On any given day there are delegations arriving in, or departing from, Miami-Dade County, Florida, to explore trade leads and business opportunities.

There is no substitute for a visit to a given site or region to gain first-hand information of how the market operates or to solicit available business opportunities. Meetings and discussion with potential business partners, distributors and local business owners can yield invaluable insights in the requirements and dynamics of the target market.

Trade missions are an investment of both time and money. And the payoffs are worth it. Trade missions are designed to provide delegates with higher profile and more credible introductions to potential partners through established networks. Participants receive comprehensive briefings and information about the local market to develop their own networking and business opportunities.

Trade missions can also generate immediate results to participants. Trade missions provide participants with direct contacts in foreign countries and new markets. Therefore, participation in a mission will also afford the participants the opportunity to familiarize themselves with the requirements of the target market and to develop their own business linkages and opportunities during a mission.

Despite the many advantages of the internet age many people still prefer direct contact with their counterparts as a prerequisite to doing trade. Such face-to-face acquaintance builds trust and confidence. Trade between individuals is more likely to succeed once trust has been established.

Whether you are a first-time mission participant or a veteran, a trade mission may prove to be one of the most memorable and rewarding opportunities of your business career. We at the Jay Malina International Trade Consortium [ITC], hope that you'll find the information in this handbook resourceful and invaluable.

Thank you.

The Jay Malina International Trade Consortium of Miami-Dade County

TYPES OF MISSIONS

Missions are designed to find new markets and representation for products and services, and can lead to export sales, joint ventures, licensing arrangements, and direct sales or direct investment opportunities.

In-Coming Trade Missions

In-coming or in-bound trade missions are missions that consist of foreign delegates received and hosted by a local entity. The planning and organization of in-bound missions are equally as demanding as out-bound missions depending on the objectives.

Out-Going Trade Missions

An out-going or out-bound trade mission, as the name implies, is a mission organized by a host entity [United States] to a foreign nation. Out-going missions are categorized based on their purpose:

1. Specialized Trade Missions

A specialized trade mission targets a specific industry or selection of a product line and an itinerary that appear to offer the best potential for export sales. Publicity and advance planning, with key foreign officials are customary and necessary. These arrangements are made by a trade specialist or US Commercial Service staff in the foreign country.

2. Business Development Trips, Market Visitation or Briefing Mission

These are fact-finding missions designed to explore and evaluate new markets and business opportunities to generate a trade lead. A component of the mission could also entail workshops, visitations, briefings or promotion of local markets to foreign markets.

3. Trade Exhibitions

A trade exhibition provides the opportunity for the potential buyer and seller to showcase their goods and services in one location. The possibilities for direct leads or sales are much greater.

Matchmaking Opportunities

One of the most important aspects of an in-bound or out-bound mission is *matchmaking* - the opportunity to meet one-on-one with potential overseas buyers and sellers. A matchmaker-business delegation consists of groups of U.S. business persons representing new-to-export or new-to-market firms that are brought into contact with agents, distributors, licensees, franchisees or joint venture partners for the purpose of establishing representation in the countries visited.

The Mission Coordinator should develop a matchmaking form to ensure that all the organizations that are registered on a given trade mission have appointments with local businesses during the mission. The matchmaking form should have columns with the matching businesses and date, time and venue for the appointments.

INTERNATIONAL TRADE CONSORTIUM [ITC] ELIGIBLE MISSIONS

In-Bound Mission Levels

Level I – Returning Missions

In-coming missions to Miami-Dade County as a result of an outgoing mission taken by the ITC or a third party under the ITC third-party mission program.

Level II – New Market or Best Products Missions

In-coming missions to Miami-Dade County brought by an official government entity representing a foreign country or non-for-profit organizations.

Level III – By Personal Invitation of the Mayor or the Board of County Commissioners

In-coming missions or delegations which are visiting Miami-Dade County on personal invitations by the Mayor or the Board of County Commissioners.

Level IV – Under Recommendation by the ITC Executive Director and Approved By the ITC Board of Directors

Incoming missions recommended by the Executive Director, and approved by the ITC Board of Directors.

Eligibility for Funding In-Bound Delegations/Missions

Qualifying organizations eligible for funding [the grantee] must be incorporated as a not-for-profit organization in the State of Florida, or be a representative of foreign governmental agencies.

Levels I and II missions must have a minimum of 7 incoming delegates unless otherwise approved by the Executive Director for special circumstances.

Grantee may apply for funding for more than one mission but the maximum amount given to any entity for reimbursement of mission expenses will not exceed \$1,500 in a County fiscal year. Priority for funding will be given to new missions.

All funding is contingent upon the availability of ITC funds. Applicant must consult the ITC staff regarding availability of funds prior to conducting the mission. For additional information and requirements regarding applications for Out-Bound and In-Coming Missions please contact the ITC by calling **305.375.5808** or visit our website at www.miamidade.gov/itc.

Qualified applicants for ITC certified in-bound trade mission are required to complete and return the in-bound pre-mission questionnaire form to ITC staff prior to the arrival of the delegation.

.....



In-Bound Trade Mission

Pre-Mission Questionnaire

Applicants wishing to host an in-coming trade delegation endorsed by the ITC should complete and return this questionnaire to ITC no later than 45 days prior to the departure of the trade delegation from the originating city.

Name of Event: _____

Event Coordinator's Name & Title: _____

Event Host/Sponsor: _____

Contact Address: _____

Tel: _____ Mobile: _____ Fax: _____

E-Mail: _____ URL: _____

Approximate Number of Participants: _____ Proposed Mission Dates: _____

Departure Date from City of Origin: _____ Arrival City: _____

Mission Objectives: _____

Is One-to-One Business Matchmaking Required? ☐ Yes ☐ No

[If YES, please send each participant's contact information, company profile and their respective industry or sector, product/service with brand names if applicable]

Does the group need assistance with lodging arrangements? _____

Does the group need assistance with airport transfers? _____

Does the group need assistance with ground transportation? _____

Please list proposed sites to visit: _____

List any special needs: _____

Comments: _____

.....

ITC Out-Bound Mission Levels

Out-bound missions that are initiated, planned, organized and led by Miami-Dade County government official(s). Such missions are usually headed by an elected official or ITC board member or a designee of the ITC Chair.

Level 1 - Miami-Dade Business Development Missions

Missions planned and organized by ITC and/or headed by the Mayor of Miami-Dade or member of the Board of County Commission or their designee.

Level II – Best Prospects Missions

Missions planned and organized by third parties seeking best prospects for their products in other cities/countries. This may include a trade show.

Level III – New Market Missions

Missions planned and organized by third parties seeking to develop new markets for their products and services.

Eligibility for ITC Out-Bound Mission Certification

To receive an endorsement for funding under the ITC out-bound missions program, the primary objective of the mission must be to develop trade relationships which foster or facilitate the trade of products, goods and/or the sourcing representation through agents, distributors and joint ventures. Applicants are evaluated in accordance with the criteria established by the ITC Board of Directors from time to time.

Only those trade missions originating in Miami-Dade County will be eligible for certification. But missions originating from Miami-Dade may be composed of individuals residing outside of the County.

Qualifying organizations eligible for funding must legally be organized as a not-for-profit entity in the State of Florida or be a representation of foreign governmental agencies. However, those organized by for profit organizations may be qualified for certification but will not be eligible for financial support from ITC.

Levels II and III missions must have a minimum of seven [7] out-bound delegates unless otherwise approved by the Executive Director for special circumstances.

Grantee may apply for funding for more than one mission but the maximum amount given to any entity may not exceed \$2,500 in a County fiscal year. Priority for funding will be given to new missions.

Missions that are certified by the ITC and that receive \$2,500 of funding may be eligible to receive additional companion funding from Enterprise Florida, Inc. in an amount not to exceed \$7,500 by applying directly to Enterprise Florida, Inc. at 2801 Ponce de Leon Boulevard, Suite 700, Coral Gables, Florida 33134, [www.eflorida.com] and by indicating that certification from the ITC has been received. ITC will reimburse levels II and III missions based upon the approval of the Executive Director, upon submission of end of mission report and receipts for authorized expenses.

DEVELOPING OUT-BOUND MISSIONS

Third Party Missions

A third-party out-bound trade mission is a mission organized by a third-party such as a Chamber of Commerce. Third-party out-bound missions may qualify for the Jay Malina International Trade Consortium [ITC] endorsement and limited funding. Eligibility for funding third-party missions are enumerated elsewhere in this publication.

An ITC endorsed third-party out-bound mission may receive a letter of support from the ITC Chair and logistical assistance from ITC staff. To ensure effective planning and success of a mission we strongly recommend a minimum *lead-time of 90 days* [3 months].

Pre-mission Activities

There are many reasons or objectives for deciding to visit a particular nation, group of countries, or region. The organization planning a mission may already have pre-existing contacts with the individuals or trade agencies in the target country. The first step to a successful mission is to determine the mission objectives.

A. Mission Objectives

It is critical to establish compelling reasons for your mission and then determine how to achieve them. Since objectives are the basis for program content and design, it is important to take the time to collect information about the mission as a basis for developing clear, measurable, and compelling objectives that will provide a meaningful return on investment for both the participants and the sponsoring organization.

Once the objectives of the mission are determined and a decision is reached to visit a given nation, additional research is needed to identify the needs of the group. A project manager or Mission Coordinator should then be appointed to coordinate all aspects of the mission.

B. Mission Coordinator

The Mission Coordinator, a skilled trade professional or meeting planning professional, is responsible for designing and planning all logistical aspects of the program/agenda. The coordinator promotes and markets the event and assist in the recruitment of participants for the mission. The Mission Coordinator also acts as liaison between the foreign host(s) or organization and the mission participants.

An effective Mission Coordinator assumes the leadership role in coordinating all aspects of the mission to maximizing everyone's contribution in order to plan a program that offers participants a productive and educational experience for their value. It is the responsibility of the coordinator to create a positive meeting environment and experience for the mission participants. The coordinator must make certain that all the essential elements of the mission are properly combined to serve the business interests of the participants.

The Mission Coordinator through market research and product evaluation helps to pinpoint the most promising itinerary and efficient program. To achieve this goal a ***site inspection*** is vital.

C. Site Inspection

The site inspection visit should occur well in advance of the proposed mission and no later than 90 days prior to the mission date. A site visit to the destination is critical to obtaining realistic cost estimates for services. A site inspection visit is invaluable for judging the suitability and current condition of a meeting facility – as well as the professionalism and attitude of facility staff.

The purpose of a site inspection visit is to enable the Mission Coordinator to:

- Become familiar with the destination and the meeting facilities.
- Conduct an evaluation of available facilities, on-site equipment, transportation, etc.
- Plan appropriately to realize participants' interests and expectations.
- Review and evaluate service providers and contractors.
- Select and confirm sites and facilities as needed.
- Discuss one-to-one matchmaking schedules.
- Determine budget estimates and negotiate contracts.
- Design and finalize all aspects of the program/agenda and logistics.

The Mission Coordinator should contact the commercial and economic offices of the U.S. embassies and Consulates abroad for assistance. Contact should also be made with bi-national chambers of commerce, national or local chambers of commerce, World Trade Centers, trade groups and agencies, etc.

D. Pre-Mission Briefing

Once the site inspection has been completed and the tentative program/agenda is prepared, the Mission Coordinator then invites all registered mission participants to a **pre-mission briefing**. It is advisable to conduct the pre-mission briefing no later than 15 days prior to departure. The pre-mission briefing serves the following purposes:

- To get all mission participants acquainted.
- Review the mission objectives and goals.
- Review the itinerary and program/agendas.
- Review lodging arrangements, rooming list and other logistical details.
- Provide information regarding customs regulations and duties.
- Discuss foreign currency exchange restrictions and controls.
- Reiterate lines of communication and assignments during the mission.
- Provide counsel on mission protocol

The Mission Coordinator should provide as much background information about the mission as possible to the participants during the briefing. The more information mission participants receive in advance, the more productive and successful the mission will be. You may also invite the Consul General or Trade Commissioner of the country to be visited and/or President of the Bi-National Chamber of Commerce to brief delegates about available trade and business opportunities in their respective countries.

A sample pre-mission briefing agenda is provided below as a guide:

1. Call to order
2. Mission leader opening remarks
3. Introductions
4. Mission overview & Objectives
5. Mission itinerary and on-site activities
6. Country briefs and business opportunities in the countries to be visited
7. Mission protocol
8. Open forum / Q & A
9. Adjournment

Mission Protocol

The importance of understanding protocol cannot be overemphasized. It is imperative for all participants to understand and respect matters of protocol to avoid cultural, social, business and political embarrassments and pitfalls. Protocol also entails formal and familiar forms of address and when to use them, as well as entertaining and gift-giving customs.

The *mission leader* is the spokesperson for the group traveling abroad. The mission leader is responsible for making all important speeches and remarks on behalf of the delegation. The mission leader also approves on-site changes to the program and ensures the group's cohesiveness. For further information about Protocol visit www.miamidade.gov/itc/protocol/

Site & Facility Inspection Checklist

Facility Overview

Date[s] of site inspection: _____

Facility [Headquarters Hotel] Name: _____

Current or anticipated owners of facility: _____

Star Rating: _____

Address: _____

City: _____ State/Province: _____ Country: _____

Tel: _____ Toll-free: _____ Fax: _____

Email Address: _____ Web site address: _____

Year built: _____ Total No. of rooms in facility: _____

Proposed dates of your event: _____

Reservation policy [cut-off date]: _____ Deposit policy: _____

Cancellation & attrition policies: _____

Complimentary room policy: _____

Check-in Time: _____ Check-out times: _____

List in-room amenities: _____

Services available: _____

Liquor policy & alcohol laws: _____

Note catering menus: _____

Audio Visuals, telecommunication needs: _____

Internet access and network connectivity: _____

Portage fee: _____

What other charges may be posted on bills?: _____

List **all** applicable taxes such as *Service charge and government tax on guestrooms and food; Bed tax; Etc.*: _____

Gratuity percentage: _____

Proposed number of rooms needed for your event: _____

Proposed room rates

	Single	Double	Double/Double	King	Suite
Room Rate	\$_____	\$_____	\$_____	\$_____	\$_____
Smoking	_____	_____	_____	_____	_____
Non-Smoking	_____	_____	_____	_____	_____

Hotel Renovation Plans [if any]: _____

Meeting room types and space needed: _____

Floor plan for each meeting room required: _____

Availability of parking and cost of parking: _____

List nearby hotels for overflow: _____

List local entertainment, shops, stores, restaurants, etc in close walking distance: _____

Key Contact Persons

Get the names and contact information [business cards] of the following individuals:

General Manager: _____

Conference Services Manager: _____

Sales Manager: _____

Catering Director: _____

Electrical Personnel: _____

Audio Visual Manager: _____

Security Manager: _____

Other: _____

Transportation

Distance from port of entry [airport] to headquarters hotel: _____

Shuttle service available from airport: _____

Taxi rate from airport to hotel: _____

Type of transportation needed: _____

Transportation schedule: _____

Estimated transportation cost: _____

Note traffic considerations: _____

General

Take photos or video for reference: _____

Names of local service providers or vendors: _____

Estimate any insurance for your group or event: _____

Local holidays or major regional events: _____

Local doctors and child care providers: _____

Sports and recreational activities: _____

Other major groups scheduled for the same period as your event?: _____

E. Post-mission Activities

- Ensure that all delegates participate in the post-mission evaluation process
- Complete an end-of-mission report.
- Send copies of report and trade statistics resulting from the mission to media outlets
- Attach photographs, papers, presentations, video clips, newspaper articles, etc.
- Collate and submit all receipts for reimbursements if required by sponsoring organization
- Send Thank you notes to local and foreign hosts and organizations.

F. Developing a Proposed Mission Budget

The Mission Coordinator must also develop a proposed mission budget as a guide to controlling costs. Understanding the cost structure will help in your budget preparations. The formulas provided below will guide you in determining your break-even analysis or what to charge for registration, etc.

COSTS	DESCRIPTION
Indirect costs	Overhead or administrative line items. Expenses not directly related to an event, such as staff salaries, equipment repairs, etc.
Fixed costs	Expenses incurred regardless of the number of attendees, such as Audio Visuals, meeting room rentals, transportation, etc.
Variable Costs	Expenses that can vary based on the number of attendees, such as food & beverage, etc.
FORMULAS	
Registration Fee	Total Fixed Costs divided by Number of Attendees, then add the Variable Costs
Break-even	Total Fixed Costs divided by Registration Fee minus Variable Costs

SAMPLE FINANCIAL STATEMENT

ESTIMATED BUDGET

Estimated Revenue

	(A) <u>CASH</u>	(B) <u>IN-KIND</u>
Estimated Participant Fees	_____	
Estimated Sponsorships	_____	_____
Grants	_____	_____
<i>Other Sources of Support – List</i>		
_____	_____	_____
_____	_____	_____
Grand Total	_____	
	(A + B)	

Estimated Expenses

<u>AIRFARE & LODGING</u>	<u># OF DAYS</u>	<u># OF PARTICIPANTS</u>	<u>SUB-TOTAL</u>
Airfare	_____	_____	_____
Airport departure tax	_____	_____	_____
Hotel Accommodation	_____	_____	_____
Meals	_____	_____	_____
Total Airfare + Lodging			[i] _____

ADMINISTRATIVE

	[C] <u>Cash Exp</u>	[D] <u>In-Kind</u>
In-Country Contract Personnel	_____	_____
Appointments Coordinator	_____	_____
Translation	_____	_____
Facilities/Space Rental	_____	_____
Equipment Rental	_____	_____
Office Supplies	_____	_____
Telephone & Fax	_____	_____
Transportation	_____	_____
Insurance	_____	_____
Utilities	_____	_____
Other Costs	_____	_____
Total Administrative Expense [C + D]		[ii] _____

MARKETING AND PROMOTION

	[E]	[F]
Advertising/Publicity	_____	_____
Printing	_____	_____
Mailings	_____	_____
Gifts	_____	_____
Group Meetings[One-to-one Matchmaking]	_____	_____
Entertainment & Receptions	_____	_____
Miscellaneous	_____	_____
Total Marketing & Promotion [E + F]		[iii] _____

Total Expenses [i + ii + iii]

OVERSEAS BUSINESS TRAVEL

Travel Documents & Health Information

Out-bound mission involves travel to other countries. All overseas travelers are required to have valid documentation before departing from the United States. All travelers are required to have a valid passport, visas, when applicable, from certain host countries and, in some instances, vaccination records. For additional information about visas and travel advisories, contact the US State Department website at www.travel.state.gov or the Embassy or Consulate of the respective country.

United States passports may be obtained through passport agencies, certain local post offices, and U.S. district courts. Visas or certificate of entry can be obtained from the respective embassy or consulate in the United States for a small fee. The party coordinating the mission may assist participants in providing the relevant forms and visa information including fees.

Requirements for vaccination differ by country. The Center for Disease Control [CDC] maintains a fax-back system and a homepage to advise travelers of current and accurate country and region conditions. For additional information, visit the CDC website at: www.cdc.gov/

Shipping Product or Samples & Documentation

A. ATA Carnet

Most trade missions involve the transportation of product samples or participation in a trade exhibition. Government regulations for the import/export of goods are strictly regulated and accompanying documents must be fully completed as requested. If the U.S. firm is bringing a product for demonstration or sample purposes, then Admission Temporaire [ATA] Carnet may also be required.

An ATA Carnet (pronounced car-nay) is an official international customs document that simplifies taking temporary imports like commercial samples and professional equipment into other countries that are part of the carnet system. ATA stands for Admission Temporaire / Temporary Admission. An ATA Carnet is valid for up to one year. Customs authorities in most developing countries worldwide accept ATA Carnets.

The Carnet is their guarantee that all duties and excise taxes will be paid in the event that any of the items on the document are not taken out of the country within a year. In the United States, the U.S. Council for International Business www.uscib.org has been designated by the U.S. Customs Service as the issuing and guaranteeing organization of ATA Carnet (19 CFR 114).

The advantages of using an ATA Carnet are as follows:

- Reduce costs to the exporter.
- Eliminate value-added taxes (VAT), duties, and the posting of security normally required at the time of importation.
- Simplify customs procedures.
- Allow a temporary exporter to use a single document for all Customs transactions.
- Make arrangements for many countries in advance, and do so at a predetermined cost.

- Facilitate reentry into the United States.
- Eliminate the need to register goods with Customs at the time of departure.

Merchandise Covered by the ATA Carnet

- Virtually all goods, personal and professional, including commercial samples, professional equipment, and goods intended for use at exhibitions and fairs.
- Ordinary goods such as computers, tools, cameras and video equipment, industrial machinery, automobiles, gems and jewelry, and wearing apparel.
- Extraordinary items, for example, fine art, circus animals, aircraft, musical instruments, racing yachts, satellites, etc.
- Carnets **do not cover**: consumable goods (food and agricultural products), disposable items, or postal traffic.

A list of member countries can be found at: <http://www.uscib.org/index.asp>. A security deposit (generally 40 percent the value of the shipment) is provided to the administering agency in one of two ways: 1) a surety bond usually 1 percent of the value of the bond obtained from a surety company; or 2) a certified check. The Council will use the bond or check to cover duties or taxes if the imported goods are sold while overseas.

Under the ATA Convention, commercial and professional travelers may take: commercial samples; tools of the trade; advertising materials; and cinematography, audiovisual, medical, scientific, or other professional equipment into member countries temporarily without paying customs duties and taxes or posting a bond at the border of each country to be visited.

B. Commercial Invoice

The shipper must include a commercial invoice or an inventory of goods shipped.

C. Consular Invoice

Is a document that contains a description of goods shipped, including consignor, consignee and value of shipment; certified by a consular officer.

D. Export License

Document granted by the government for highly sensitive technical or military material.

E. Limited power of attorney

Permits the customs broker to complete the customs document upon the return of shipment to a country of origin.

RESOURCES AND USEFUL WEB LINKS

Trade, Tourism, Economic Development and Related Agencies in South Florida

The Beacon Council 80 SW 8 th Street, Suite 2400, Miami, FL 33130 305.579.1300 ■ info@beaconcouncil.com URL: www.beaconcouncil.com	The Better Business Bureau 2924 North Australian Ave, West Palm Beach, FL 33407 561.842.1918 ■ info@sefflorida.bbb.org URL : www.bbbsoutheastflorida.org
Association of Bi-National Chambers of Commerce, Florida 260 Crandon Blvd., Suite 32-PMB-136, Key Biscayne, FL 33149 305.365.7247 ■ Lita@abicc.org URL: www.abicc.org	Broward County Office of Economic Development 115 S. Andrews Ave., Room A-540, Ft. Lauderdale, FL 33301 954.357.6155 ■ ntaylor@broward.org www.broward.org/welcome.htm
The Black Business Association 6013 NW 7 th Avenue, 2 nd Floor Miami, FL 33127 305.835.6220 bba2002@bellsouth.net	
The Broward Alliance 300 SE 2 nd Str., Suite 780, Ft. Lauderdale, FL 33301 954.524.3113 ■ info@browardalliance.org URL: www.browardalliance.org	Chambers of Commerce, Florida http://online-chamber.com/Florida.html
City of Miami International Trade Board 444 SW 2 nd Ave., 7 th Floor, Miami, FL 33130 305.416.1941 ■ URL: www.trademiami.com	Greater Miami Chamber of Commerce 1601 Biscayne Boulevard - Ballroom level Miami, Florida 33132-1260 305-350-7700 or 305-577-5490 info@miamichamber.com 305.577.7700 URL: www.miamichamber.com
Consular Corps of Florida www.dos.state.fl.us/oir/consular/index.html	Empowerment Zone Trust, Inc 3050 Biscayne Blvd., Suite 300, Miami, FL 33137 305.372.7620; ezonewebmaster@www.ezonetrust.org URL: www.ezonetrust.org
Export-Import Bank Southeastern Regional Office 5835 Blue Lagoon Drive, Suite 203, Miami, FL 33126 305.526.7436 ■ info@exim.gov www.exim.gov	Enterprise Florida Inc 2801 Ponce de Leon Blvd., Suite 700, Coral Gables, FL 33134 305.569.3650 ■ URL : www.eflorida.com
Florida Association for volunteer Action in the Caribbean & Americas [FAVACA] 1310 N. Paul Russell Rd., Tallahassee, FL 32301 305.377.5500 ■ favaca@favaca.org URL: www.favaca.org	Florida Customs Brokers & Forwarders Association 2305 NW 107 Avenue; Doral, FL 33172 305.499.9490 ■ information@fcbf.com URL: www.fcbf.com
Florida Department of State Department of State, Division of Corporations 409 E. Gaines Street, Tallahassee, FL 32399 800.755.5111 ■ corphelp@dos.state.fl.us URL: www.sunbiz.org	Florida Economic Development Council The Atrium Building 325 John Knox Road, Suite 201 Tallahassee, FL 32303 850.201.3332 ■ info@fedc.net URL: www.fedc.net
Florida Foreign Trade Association 2305 NW 107 th Ave, Suite CU 10 & FZ10A, Box 28 Miami Free Zone, Miami, FL 33172 305.471.0737 ■ ffta2000@cs.com URL: www.ffa.com	Florida International Bankers Association 80 SW 8th Street, Suite 2505 Miami, FL 33015 305.579. 0086 ■ fiba@fiba.net URL: www.fiba.net
Florida Regional Minority Business Council 600 NW 79 Ave., Suite 136, Miami, FL 33126 305.260.9901 ■ info@frmbc.org URL: www.frmbc.org	Florida Free Trade Area of the Americas Inc Biltmore Executive Center 1200 Anastasia Ave, Suite 440, Coral Gables, FL 33134 (305) 476-5451 ■ info@floridaftaa.org URL: www.Floridaftaa.org
Florida Black Chamber of Commerce 17 West Maxwell Street, Pensacola, Florida 32501	Florida Business Incubation Association c/o Julie A. Matthews

850.433.0593 info@FloridaBCC.com www.Floridabcc.com	FBIA Manager 12565 Research Pkwy, Ste. 300 Orlando, FL 32826 T: 407-489-0387; F: 407-737-2512 jamathew@mail.ucf.edu URL: www.incubator.ucf.edu
Greater Miami Convention and Visitors Bureau 710 Brickell Ave, Suite 2700, Miami, FL 33131 305. 539.3000 ■ info@gmcvb.com URL: www.gmcvb.com	International Business Council 504 SE 19 th Street, Suite #1, Ft. Lauderdale, FL 33316 954.467.3075 ■ www.internationalbusinesscouncil.com
Haitian-American Center for Economic and Public Affairs, Inc. 8325 Northeast 2 nd Avenue, Suite 205, Miami, Florida 33138 305.759-4795 ■ hacepa@bellsouth.net www.	National Minority Chamber of Commerce 150 NW 86 PL. Miami FI 33126 786.260-1966 ■ director@minoritychamber.net www.minoritychamber.net
Jay Malina International Trade Consortium 111 NW First Avenue, 25 th Floor, Suite 2560 Miami, FL 33128 305.375.5808 ■ itc@miamidade.gov URL: www.miamidade.gov/itc	Miami Council for International Visitors 200 Ponce de Leon Blvd., 6 th Floor, Coral Gables, FL 33134 305.421.6344 ■ Laurayanes@miamiciv.org URL: www.miamiciv.org
Miami-Dade County, Florida Stephen P. Clark Government Center 111 NW First Street, Miami, FL 33128 www.miamidade.gov	Miami Export Assistance Center 305.526.7425 URL: www.export.gov
Miami-Dade County Office of Strategic Business Management Stephen P. Clark Government Center 111 NW First Street, 22 nd Floor 305.375.5143 ■ www.miamidade.gov/osbm/home.asp	Miami-Dade County Office of Community Development 140 West Flagler Street, Miami, FL 33013 305.375.3422 ■ webmaster@miamidade.gov URL: www.miamidade.gov/ced/
Miami Free Zone 2305 NW 107 th Ave., Doral, FL 33172 305.591. 4300 ■ info@miamizone.com URL: www.miamizone.com	Miami International Airport Miami Dade Aviation Department P.O. Box 592075, Miami, FL 33159 305.876.7862 ■ customerservice@miami-airport.com URL: www.miami-airport.com
Organization of Women in International Business 444 Brickell Avenue, Suite 51-329, Miami, FL 33131 305-642-7224 Fax: 954-888-8173 daisy.pagan@ey.com URL: www.wit-miami.com	Women's Chamber of Commerce of Miami-Dade 444 Brickell Avenue, Plaza 51-225, Miami, FL 33131 305-446-6660 ■ Fax: 305-675-8523 info@womenschamberofcommerce.org URL: www.womenschamberofcommerce.org/
Office of Tourism, Trade and Economic Development 305.476.4840 ■ URL: www.oir.dos.state.fl.us	Port of Miami Administrative Offices 1015 N. America Way; 2nd Floor; Miami, Florida 33132 305.371.7678 ■ URL: www.miamidade.gov/portofmiami
Small Business Administration South Florida District Office 100 S. Biscayne Blvd - 7th Floor Miami, FL 33131 305.536.5521 ■ URL: www.sba.gov/fl/south	Tools for Change 6015 NW 7th Ave. Miami, Florida 33127 305.751-8934 305.751.8934 ■ info@tfc.org URL: www.tfc.org
Miami Dade Chamber of Commerce 11380 N.W. 27th Avenue, Building 1, Suite 1328 Miami, Florida 33167 305-751-8648 ■ mdcc@m-dcc.org www.m-dcc.org	World Trade Center Miami 1007 N. America Way, Suite 500, Miami, FL 33132 305.871.7910 ■ Fax: 305.871.7904 info@worldtrade.org URL : www.worldtrade.org

USEFUL WEB LINKS

American Translators Association www.americantranslators.org/
Center for Disease Control www.cdc.gov/
CIA World Fact Book www.cia.gov/cia/
City Net – Profiles of locations and Cities worldwide www.city.net
Convert It! www.microimg.com/science/
Embassies and Consulates of the World www.embassyworld.com/
Flags of All Countries <http://www.wave.net/upg/immigration/flags.html>
Florida Export Finance Corporation <http://www.dos.state.fl.us/fe/c/>
International Association of Convention and Visitors Bureaus www.iacvb.org
Jay Malina International Trade Consortium [ITC] www.miamidade.gov/itc
Office of the United States Trade Representative www.ustr.gov/
Online Metric Conversion www.onlineconversion.com/
Translator Services www.translator.go.com/
United States Agency for International Development [USAID] <http://www.usaid.gov/>
United States Bureau of Customs www.customs.gov/
United States Council for International Business www.uscib.org
United States Department of Commerce www.doc.gov/
United States Department of Commerce [International Trade Association] <http://www.ita.doc.gov/>
United States Dept. of Commerce [National Technical Information Service - Electric Current Abroad] www.ntis.gov/
United States Department of Commerce [Trade Compliance Center] www.export.gov/tcc
United States Department of Commerce [Trade Information Center] www.ita.doc.gov/
United States Department of Labor www.dol.gov/
United States Department of Labor [Occupational Safety and Health Administration] www.osha.gov/
United States Internal Revenue Service www.irs.gov
United States Department of State www.travel.state.gov/
United States Small Business Administration www.sba.gov/
United States Trade and Development Agency www.tda.gov/
Universal Currency Converter www.xe.net/ucc/
World Clock www.timeanddate.com/worldclock/
World Electric Current Guide <http://kropla.com/electric2.htm>

** The Jay Malina International Trade Consortium does not endorse or recommend products, services or vendors and shall not be held responsible for the contents of the websites.*